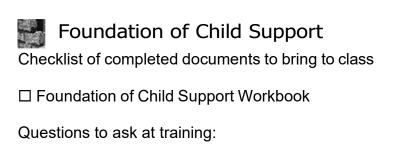
CS Essentials Prerequisite Worksheet

Please take time to complete this worksheet before class.

The concepts explained in these CBTs are applied in class through simulated activities. If you completed these courses prior to receiving this worksheet, you can <u>Review</u> the course, instead of <u>Restarting</u> the course.

Bring this worksheet with you to class. We look forward to seeing you there!



| Income Withholding: Collections Made Easy (CBT) | |
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| _ist key concepts: | |
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| Using a case in your agency or in the training region (CICSE330), generate an income withholding notice (IW05) and a National Medical Support Notice (HI06). Record the KIDS paths used to create each document. | |
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| Questions to ask at training: | |
| aconons to ask at training. | |
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| Your Tools to Stay On Track and On Time (CBT) Module 2 - Recording Events in KIDS |
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| List key concepts: |
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Access participant events (Path: 04, 14) or case events (Path: 03, 05) on a case in your agency or in the training region (CICSE330). List and define three event codes found on the events page.

| 10 2 2 9 3 8 4 7 6 5 | Your Tools to Stay On Track and On Time (CBT) |
|-------------------------------|---|
| Mod | ule 3 - Appointments and Hearings |
| List ke | ey concepts: |
| | |
| | |

Access Schedule Maintenance (Path: 03, 02). Using a case in your agency or in the training region (CICSE330), schedule an appointment and list the required fields to complete the appointment.

List and define three different appointment or hearing types.

| Your Tools to Stay On Track and On Time (CBT) Module 4 - Dispositions List key concepts: |
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| Using each of the participant or case events from Module 2-Recording Events in KIDS on page 3, determine whether there are appropriate disposition codes. Select up to two possible codes that autodelete the worklist, and define each. |
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| Your Tools to Stay On Track and On Time (CBT) Module 5 - Worklists List key concepts: |
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| Access your or a co-worker's worklist maintenance screen (Path: 03, 01). List five worklists, and explain why each worklist was created. |
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